

# Risk Assessment



Section 7 – New Build Handovers and Defect Inspections					
Workplace, Activity, Hazard & Risk	Who is at risk and what could happen?	Inherent Risk Level	What are the controls in place, which reduce the risk?	Controlled Risk Level	Are the controls in place adequate and when are the controls refreshed?
<p><b>Activities</b></p> <p>Inspection and Handover of New Builds Properties</p>	<p><b><u>It is a risk to:</u></b></p> <p><b>Department</b></p> <p>1. Finance and Development</p> <p><b>Sections (Teams)</b></p> <p>1. Development</p> <p><b>No Staff Affected</b></p> <p><b>One</b></p>	LOW	<p><b><u>General Staff Instruction:</u></b></p> <p>All staff must follow government guidance on social distancing, hand washing/sanitising, self-isolation and staying home where required.</p> <p>Staff must travel using their own transport and are not permitted to carry passengers.</p> <p>If staff cannot travel using own transport they must contact their Line manager immediately and not proceed with their mobile working activities.</p> <p>If staff are feeling unwell or have a temperature/cough, they must inform their Line Manager and not carry out any work including mobile working until staff are authorised to do so by either Line Manager and / HR.</p>	MINIMAL	<p><b>Training</b></p> <p>Training Video - How to wear and remove disposable Gloves safely</p> <p>Training Video - How to wear and remove disposable Aprons safely</p>
<p><b>Hazard &amp; Risk</b></p> <p>Coronaviruses</p> <p>It is possible that someone may become infected by Covid-19 by touching a surface or object that has been contaminated with respiratory secretions and then touching their own</p>	<p><b><u>Resulting in:</u></b></p> <p><i>Various Minor Injuries:</i></p> <p>N/A</p> <p><i>Major Injuries:</i></p> <p>N/A</p> <p><i>Ill-Health:</i></p>				<p><b><u>Mobile Working – General Instruction</u></b></p>

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<p>mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).</p> <p>How long any respiratory virus survives will depend on a number of factors, for example:</p> <p>what surface the virus is on; whether it is exposed to sunlight; differences in temperature and humidity; exposure to cleaning products</p> <p>Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.</p>	<p>COVID-19</p>		<p>During any mobile work activity staff are require to maintain good personal hygiene including:</p> <ul style="list-style-type: none"> <li>• Washing hands before leaving home with soap and hot water for at least 20seconds;</li> <li>• Cleaning hands upon entering a property using anti-bac gel;</li> <li>• upon leaving the property using anti bac gel;</li> <li>• when arriving back at home with soap and hot water for at least 20 seconds.</li> </ul> <p>Staff must at all times when mobile working:</p> <ul style="list-style-type: none"> <li>• avoid touching their eyes, nose, and mouth with unwashed hands</li> <li>• keep to the social distancing advice keeping 2mtrs away from others e.g. member of the public passing in street when arriving at the property;</li> <li>• clean and disinfect frequently touched surfaces such as steering wheel, car door handles, gear stick and smart phone using hand wipes provided;</li> <li>• Not share equipment with customers or other staff including their mobile phones and pens;</li> <li>• Wash hands with anti-bac gel, particularly after coughing,</li> </ul>		<p>Personal stocks of PPE should be managed by individual staff, and they should submit a timely email requests for replenishing items identifying the activity they will be undertaking and quality of PPE to: <a href="mailto:Health&amp;Safety@livin.co.uk">Health&amp;Safety@livin.co.uk</a></p> <p>Staff can get access to Livin's corona telephone assessment via staff intranet or this link</p> <p>Staff are to wear PPE described within this RA as per manufacturers instructions and PPE guidance available on Livin's intranet</p>
<p><b>Linked Risk Assessment(s)</b></p>					<p><b>Further Information</b></p> <p>n/a</p>

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			<p>sneezing and blowing your nose.</p> <ul style="list-style-type: none"><li>• Cough or sneeze with a tissue. Staff should dispose of the tissue into a plastic bag and place into a bin and immediately wash hands with soap and water or anti-bac gel.</li></ul> <p><b><u>Mobile Working – Site Specific Guidance</u></b></p> <p>Staff must at all times adhere and follow the controls set out in Livin's</p> <p><a href="#"><u>"New Build Homes – Safe System of Work – Covid-19 Controls" procedure.</u></a></p> <p><b><u>Training, Equipment &amp; Services:</u></b></p> <p>Anti-Bac Wipes Hand Sanitiser 60% alcohol Disposable nitrile gloves Disposable Plastic Aprons Plastic sealable waste bags</p>		
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